

Spec. Code: 0416  
Occ. Area: 03  
Work Area: 172  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 04/24/96

## **ASSISTANT TO DIRECTOR OF PHYSICAL PLANT**

### Function of Job

Under administrative direction, to give general assistance in the administration and operation of the physical plant department.

### Characteristic Duties and Responsibilities

1. supervises assigned staff
2. confers with staff regarding operational problems and recommends solutions to appropriate supervisor
3. coordinates the preparation of all physical plant operating budgets
4. assumes responsibility for coordinating and managing data processing functions within the department
5. reviews and recommends the establishment or revision of operational rules, policies, and procedures within the department
6. drafts and edits reports
7. supervises work projects as assigned
8. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Bachelor's degree in business administration or business management
2. two years of administrative experience that involved responsibility for the business management of an operating unit

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

NONE